

Payment Agreement Form

Students who are unable to pay for a subject upfront, may choose to pay over several payments using a valid credit card on the following conditions:

- For a *subject valued at \$795*, a \$200 upfront deposit is required and then a weekly payment of \$65 for ten consecutive weeks. This includes a \$55 processing fee.
- For a *subject valued at \$1995*, a \$500 upfront deposit is required and then a weekly payment of \$160 for ten consecutive weeks. This includes a \$105 processing fee.
- Where a payment is declined, a \$20 processing fee will be charged and the student notified by text. Another transaction will be attempted the next working day.
- If a payment is missed for more than 6 days or payment is declined on more than 3 occasions, the student will be withdrawn from the subject.
- Students who withdraw from the subject who have already accessed the course materials for more than 7 days, will not be eligible to enrol into another subject or the same subject, until the entire debt has been paid.
- Students must provide a valid credit card to accept this option (other payment options not available).
- Students must agree to these conditions.

Students are given ten weeks from the commencement of the unit to finalise payment when paying by instalment. Where approval has been given for a student to pay by instalment, ACES is responsible for the collection of outstanding fees and charges. Fair and adequate recovery procedures are in place to manage the collection and recovery of monies. Students who have fallen behind in their payments will not be enrolled in additional subjects until payment is received.

Refunds and Withdrawals

Online subject

Once you have received your login details, you have up to seven (7) days from the date of the email to notify the college in writing (email) why you wish to withdraw from the subject/course. Subject to the withdrawal being in line with Australian Consumer Rights for cancelling a service, you will receive a refund for the subject minus a \$150 enrolment cancellation fee (per subject). Beyond the seven days from the date of the email, no refund will be given. Students who have only partially paid for a subject and wish to withdraw, are liable for the entire cost if they have accessed the course materials for more than 7 days.

Online zoom subjects:

If you wish to withdraw from a subject that involves live zoom sessions, that you have paid for in its entirety and notify the college in writing, you will receive a refund under the following conditions providing you have not accessed the online materials for more than 7 days:

- If three or more weeks' notice is given before a zoom class begins, a full refund will be given minus the non-refundable deposit of \$150.
- If less than three weeks' notice is given before a scheduled zoom class or field trip begins, then a 50% refund applies. Fees are strictly non-refundable and non-transferable once the zoom class or field trip begins, or you have accessed the online materials for more than 7 days. Transferring the funds to another subject maybe negotiated providing the withdrawal occurs at least 7 days before the zoom class/field trip begins and will incur a \$150 transfer fee.
- Students who have only partially paid for a subject and wish to withdraw, are liable for the entire cost if they have accessed the course materials for more than 7 days.

Withdrawals must be emailed to: nicole@aces.edu.au

Payment Agreement Form

I have read and agree to the Conditions for Payment Options outlined in this agreement.

- I understand that I will be withdrawn from the subject if payment is missed for more than 6 days or if I miss three or more payments
- I understand I am liable to pay off the entire subject if I've accessed the course materials for more than 7 days, even if I withdraw from the subject, and will not be eligible to enrol in another subject, until the entire debt has been paid.
- I understand that if I re-enrol in the same subject, I am liable to pay off the first debt and will be required to pay a re-enrolment fee (50% of the original cost of the subject once the debt has been paid)

Signature: _____

Student Name: _____

Subject I wish to enrol into: _____

Date: _____